

Certipost E-Trust¹ Certification Services

Lightweight Certificate Policy for the European Commission – IDA Sectoral Networks (E-Trust IDA LCP)

Certificate Request Form²

Version 1.1

Section reserved for the Local Registration Authority (LRA)

Name of the LRA-Officer:

Date of Receipt:

Name of Subscriber :

Organisation:

Member state / EC:

Place of storage of the
registration documents:

I, the undersigned, hereby certify that this Certificate Request Form and
the appendixes hereto have been duly authenticated and validated.

Signature:

Please complete this Certificate Request Form and read carefully the included Certificate Terms and Conditions and the Certificate Suspend/Revoke Form, which form an integral part thereof and which are available on the E-Trust website (<https://www.e-trust.be/CPS/IDA>).

Certificate Description: Medium level Professional digital identity assurance. Remotely requested certificate providing medium level of guarantee for the binding between a Functional Mailbox identity and a public key. This certificate guarantees the identity of the Functional Mailbox and the ownership of the functional mailbox by the Subscriber, who is part of a Company or Organisation. The validation of the request requires evidence of the identity of the Subscriber and evidence that he belongs to the company or organisation.

Certificates issued under this policy can only be used in sectoral networks as defined in decisions 1720/1999/EC and 2045/2002/EC of the European Parliament and of the Council.

Validity: The certificate will be valid for a period of one (1) year from the day of its issuance.

¹ Certipost act in quality of certification services provider having taking over the activities and responsibilities of Belgacom E-Trust in that matter. In the context of the creation of Certipost, the entire E-Trust activities from Belgacom were transferred to Certipost.

² Personal data provided by the Subscriber to E-Trust or the LRA shall be stored in the files held by Certipost SA, Centre Monnaie, 1, 1000 Brussels, and by the Local Registration Authority (LRA). This data shall be used solely for the purposes of providing Certipost E-Trust services. The Customer may, on request and at no expense, consult and rectify this data.

1. Procedure

To apply for this type of certificate (Lightweight Certificate for the European Commission – IDA Sectoral Networks), you have to send the following documents by fax to a Local Registration Authority of your choice:

- This Certificate Order Form, duly completed and signed by yourself and by a legal representative of your Organisation;
- A signed copy of an official form of identity of yourself, valid in the country of origin (preferably passport);
- Evidence that the person signing on behalf of your Company or Organisation is authorized to do so;

You should also send the following information by e-mail to the LRA.

- The Electronic Certificate Request as generated by the Key Generation Wizard.

The up to date list of available LRA's, and their contact details, can be found at.
<http://www.e-trust.be/CPS/IDA>

After faxing the certificate request documents mentioned above and e-mailing the electronic certificate request, **you should send the original versions of the documents by post**. The Fax and Phone numbers of the Local Registration Authority, as well as the email address can be found and the URL stated above.

Failure to send the original documents will result in your certificate being revoked.

After proper validation of the supplied documents, the certificate will be sent to you via email.

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2. Information to be certified

The following information is included in your digital certificate. Some fields are optional. This means that you are not obliged to have this information certified. If this is your wish, you should not fill in these fields. The Certificate shall have the same legal value irrespective of whether or not these optional fields are completed.

The following fields are mandatory.

[illegible]

The following fields is optional.

[illegible]

3. Information required to validate your identity

The Local Registration Authority (LRA) will use the following information to confirm your identity. It shall not be made public, and Certipost E-Trust and the LRA guarantee that it will be treated as confidential.

[illegible]

4. Agreement and signature

The Subscriber and the Organisation

I hereby acknowledge having knowledge of the included Certificate Terms and Conditions applicable to the "Lightweight Certificate Policy for the European Commission – IDA Sectoral Networks" issued by Certipost E-Trust, and in particular the obligations incumbent on me and my organisation. In signing this Certificate Request Form, I agree to be bound by these provisions in their entirety.

I likewise acknowledge that the Local Registration Authority approved by Certipost E-Trust have a statutory obligation to demand the suspension or revocation of any certificates issued through their services should these have been delivered on the basis of inaccurate or false information, where the information no longer corresponds to the true situation, or where the confidentiality of signature creation data (Private Key) can no longer be ensured.

I certify that the information contained in this Certificate Request Form or appended hereto and submitted to the LRA Officer is provided in good faith, and is accurate and complete.

Date: **Place:**

Last name and first name(s) of the subscriber:

.....

Signature:

For the Company or Organisation

I, the undersigned, (full name of company or organisation legal representative)

.....

Address

Phone

Representing organisation (name of organisation)

Hereby give my approval to (full name)

To obtain a "E-Trust Lightweight Certificate for the European Commission – IDA Sectoral Networks".

Date: **Place:**

Signature:

OUTDATED

5. Certificate - Terms and Conditions.

Contractual terms relating to the Subscriber.

The Subscriber acknowledges having knowledge of and agreeing with the Certipost E-Trust Certificate Practice Statement for Qualified and Normalised Certificates (CPS), published by Certipost E-trust. The CPS describes the Practices that are used to deliver Certipost E-Trust digital certificates and can be found at <http://www.e-trust.be/CPS/IDA>.

The Subscriber acknowledges having knowledge of and agreeing with the Certificate Policy (CP) called “**E-Trust Lightweight Certificate Policy for the European Commission – IDA Sectoral Networks**”, describing the issuing and applicability rules of this certificate type.

The Subscriber declares he/she shall comply rigorously with the CPS and CP mentioned above.

In particular,

- Belgian law governs the contractual agreement related to this type of certificate. Any litigation or disputes relating to this contract or its interpretation shall be within the exclusive jurisdiction of the courts in Brussels, Belgium.
- The Subscriber is responsible for the generation of his key pair.
- The Subscriber is obliged to protect the private key at all times, against loss, disclosure to any other party, modification and unauthorised use, in accordance with the current CPS and the present CP. From the creation of the private and public key pair on, the Subscriber is solely responsible for the confidentiality and integrity of the private key. Every usage of the private key is assumed to be the act of the Functional Mailbox. The PIN (Personal Identity Number) or pass phrase, used to protect the private key against unauthorised use, shall never be stored in the same location as the private key itself or next to its storage media, and shall never be stored unprotected. The private key must not be left unattended in an unlocked state (i.e., unattended in a workstation when the PIN or pass phrase has been entered). The Subscriber is solely responsible for the usage of the private key; Certipost E-Trust is not liable of the usage of the Subscriber's private key.
- The Subscriber is responsible for the accuracy of the data he/she transmits to the LRA.
- The Subscriber must request the LRA to suspend or revoke the certificate whenever it is required in the CPS (section 4.4). The suspension and revocation procedures are described in the current Certipost E-Trust CPS (root OID 0.3/2062.7.1.0.1, section 4.4) and in section H of the CP.
- The Subscriber has to immediately inform the LRA of any change in the information included in the certificate. The revocation procedure will be immediately started.
- The Subscriber has to inform the LRA of any change in the information that is not included in the certificate, but that has been transmitted to the LRA when registering. The LRA will correct the registered information.
- The Subscriber accepts that the electronic certificate will be published in a publicly accessible registry immediately after its creation and that revocation information on the certificate will be published in the Certipost E-Trust Certificate Revocation List that is also publicly available.
- The Certificate is deemed accepted by the Subscriber within 8 days from the issuance or at the moment of its first use, whichever is the earliest. If the Subscriber notices an inconsistency between the contractual agreement information and the content of his/her Certificate, he/she must inform the LRA without any delay. The LRA will then revoke the Certificate and take the appropriate measures to re-issue a certificate. This will be the Subscriber's sole remedy for any acceptance refusal.
- The Subscriber agrees with the rights, obligations and liabilities of Certipost E-Trust and the LRA. These are described in the CPS, this request form, and in the CP (section C).
- The Subscriber agrees that Certipost E-Trust and the LRA have the right to revoke / suspend the his/her certificate in particular cases described in the current CPS (section 4.4). The LRA warns and informs the Subscriber when this happens.
- Certipost E-Trust can only offer a warranty that its procedures are implemented in accordance with its CPS. The Subscriber accepts that any certificates issued under this CPS, where issued in accordance with the stipulations of the CPS, and the corresponding Certificate Policy (CP), is the only warranty offered by Certipost E-Trust related to these certificates and that no other guarantee will be provided.

Contractual terms relating to the Subscriber's Company or Organisation.

The Organisation acknowledges having knowledge of and agreeing with the Certipost E-Trust Certificate Practice Statement for Qualified and Normalised Certificates (CPS), published by Certipost E-trust. The CPS describes the Practices that are used to deliver Certipost E-Trust digital certificates and can be found at <http://www.e-trust.be/CPS/IDA>.

The Organisation acknowledges having knowledge of and agreeing with the Certificate Policy (CP) called **"E-Trust Lightweight Certificate Policy for the European Commission – IDA Sectoral Networks"**, describing the issuing and applicability rules of this certificate type.

The Organisation declares he/she shall comply rigorously with the CPS and CP mentioned above.

In particular,

- Belgian law governs the contractual agreement related to this type of certificate. Any litigation or disputes relating to this contract or its interpretation shall be within the exclusive jurisdiction of the courts in Brussels, Belgium.
- The Subscriber is obliged to comply with his responsibilities as described in this Certificate Request form and the corresponding CP.
- The Organisation is responsible for the accuracy of the data it transmits to the LRA. The company or organization shall immediately inform the LRA of any change to this data, and the latter will then take appropriate action.
- The Organisation agrees that Certipost E-Trust and the LRA have the right to revoke / suspend the Subscribers's certificate in particular cases described in the current CPS (section 4.4). The LRA warns and informs the Subscriber when this happens.
- The Organisation must request the LRA to suspend or revoke the certificate whenever it is required in the CPS (section 4.4). The suspension and revocation procedures are described in the Certipost E-Trust CPS (section 4.4), and in section H of the CP.
- Certipost E-Trust can only offer a warranty that its procedures are implemented in accordance with its CPS. The Organisation accepts that any certificates issued under this CPS, where issued in accordance with the stipulations of the CPS, and the corresponding Certificate Policy (CP), is the only warranty offered by Certipost E-Trust related to these certificates and that no other guarantee will be provided.

OUTDATED

CERTIFICATE SUSPEND / REVOKE FORM

Form requesting the suspension/unsuspension/revocation of a
E-Trust Lightweight Certificate
for the European Commission – IDA Sectoral Networks

I, the undersigned,

Last name:

First name:

Organisation:

Street name and house number:

Postal code:

City:

Telephone no.:

Fax no.:

E-mail:

Hereby apply for the

- ☐ Suspension
☐ Unsuspension
☐ Revocation

on the following ground(s) (insofar as these are not covered by professional secrecy):

of the digital certificate issued as a "E-Trust Lightweight Certificate for the European Commission – IDA Sectoral Networks"

issued to

Common Name:

Organization:

Certificate serial number:

The person applying is

- ☐ Subscriber
☐ Legal Representative of the Subscriber's Company or Organisation
☐ Other (please specify)

Date:

Signature:

For a **suspension, revocation or unsuspension**:

To immediately request a suspension, call the LRA by phone and fax this form, duly completed and signed. Also post this completed and signed form together with a copy of your passport (or another official form of ID) to the LRA. The list of LRA's is available on <http://www.e-trust.be/CPS/IDA>.
In case of emergencies, the Certipost E-Trust SRA Hotline can also be contacted via 078 / 15 24 70.